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Federal Special Employment Programs

and how to use Them

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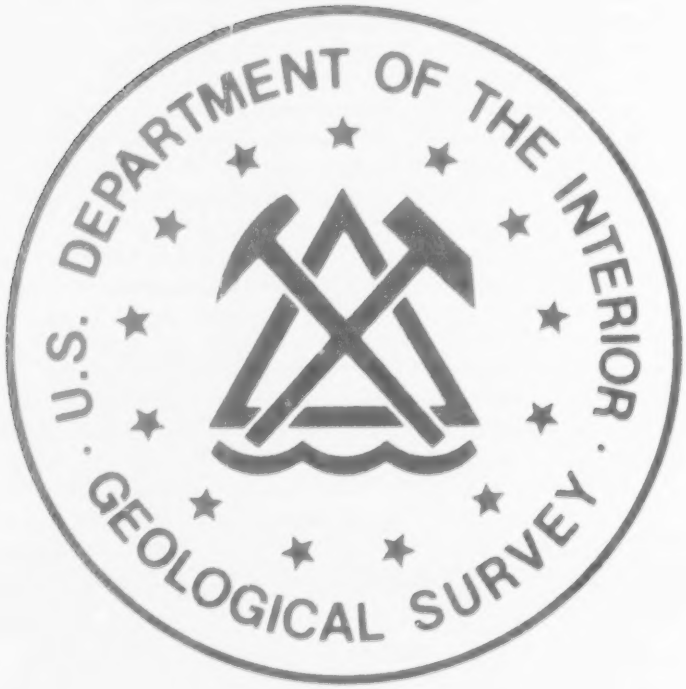
Federal Special Employment Programs

and how to use Them



A Manager's Guide issued by the U.S. Geological Survey Headquarters Personnel Office in conjunction with the Eastern Region Management Office, Personnel Section, Reston, Virginia

Preface

It is the policy of the U.S. Government to afford equal opportunity in employment, promotion, and training to all qualified persons without regard to race, color, age, religion, sex, national origin, political preference, labor organization affiliation or nonaffiliation, marital status, or nondisqualifying physical handicap. It is the intent of the Geological Survey to direct special efforts to particular groups such as women, minorities, and the physically and mentally handicapped and the economically disadvantaged. In an effort to further opportunities for those areas of the unemployed or underemployed who are sometimes overlooked in regular recruitment and employment methods, and in an attempt to realize our affirmative action goals, this issuance is published as an aid to managers who need viable hiring alternatives in their personnel management practices. This booklet is designed to provide knowledge to management concerning ways in which positions and duties may be redesigned to utilize to the fullest extent the human resources found in today's work force.

When management and the Personnel Office work together to hire, place, and advance qualified applicants, the handicapped, veterans, and economically disadvantaged will be provided their right to be fully contributing and participating members of society. By using the skills and talents of people who are readily employable under these special programs, and of those still involved in educational endeavors, the Federal Government can train and mold qualified applicants to accept their rightful place in the labor market. The Geological Survey has always been a leader in endeavors to properly conserve the Nation's natural resources. We urge you as managers to use and become familiar with the programs discussed in this booklet to enhance the Survey's continuing protection and cultivation of America's most precious natural resource — its people.

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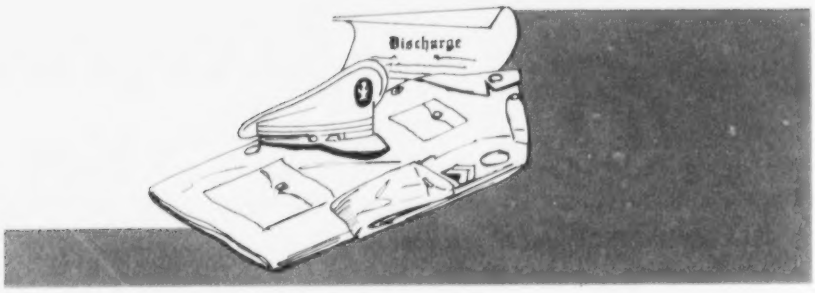


I. Veterans Readjustment Appointments

On December 3, 1974, the Congress enacted the Vietnam Era Veterans Readjustment Assistance Act of 1974 (P.L. 93-508). Among the far-reaching benefits the act provides for its veteran target groups, agencies were called upon to maximize employment and advancement for qualified disabled and Vietnam Era veterans.

A Veterans Readjustment Authority (VRA) appointment is excepted for the first 2 years, during which time the veteran undergoes a defined training plan. Upon satisfactory completion of the 2-year period, the vereran is noncompetitively converted to a career-conditional (or career) appointment.

To be eligible, a veteran must:

1. have served some or all of his/her active duty between August 5, 1964 and May 7, 1975 (that is, during the Vietnam Era);
2. be a U.S. citizen;
3. have completed no more than 14 years of education. (This is waived for veterans who have a service-connected compensable disability); and
4. have been discharged or released from active duty with other than a dishonorable discharge.

Referral of eligibles is accomplished through various Veterans' Administration Offices as well as State and local employment services and direct applicant contact.

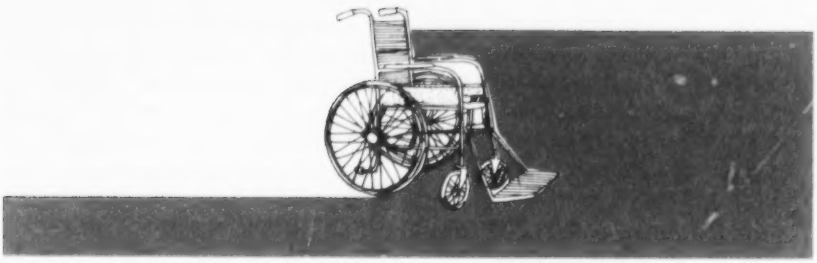
These Vietnam Era veterans are appointed to developmental positions for which there are prepared training plans, signed by the employee. No one may be appointed above the GS-7 level or WG equivalent.

Persons on VRA appointments may be noncompetitively promoted during the initial 2-year excepted period to positions for which they meet the eligibility criteria.

Attached as Appendix A is a model VRA Appointment Plan.

Appointments may be made either on a full-time, part-time, or "seasonal" work schedule, and are charged to the appropriate ceiling allocation (full-time permanent or other-than permanent).

Reference: FPM Chapter 307, subchapter .1



II. Selective Placement Program for Employment of the Handicapped and Disabled Veterans

Selective placement programs are organized action plans and procedures developed by the Office of Personnel Management with the advice and guidance of a subcommittee of the Interagency Advisory Group and the Interagency Committee on Handicapped Employees. The programs provide the framework for USGS implementation of law and executive branch policy on the hiring, placement, and advancement of handicapped persons and disabled veterans. For purposes of Federal employment, a handicapped person is any individual who:

1. has a physical or mental impairment which substantially limits one or more of such person's major life activities;
2. has a record of such impairment; or
3. is regarded as having such an impairment.

The programs are designed to assist qualified handicapped individuals — those who are physically impaired, emotionally restored, or mentally retarded — in obtaining and retaining employment consistent with their level of skills and abilities and their capacity for safe and efficient job performance. Emphasis is on *ability* rather than *disability* and on rehabilitation efforts and present job readiness.

A. Employment of the Physically Handicapped

Many physically handicapped individuals find employment through the normal competitive procedures in the same manner as the nonhandicapped. However, the physically handicapped are given a special appointment authority when it is not practical or possible for them to compete through the competitive hiring procedures of the Office of Personnel Management. There are two choices for initial appointment:

The 700-hour appointment is a trial appointment designed to allow the employer to determine the employee's ability to perform the duties of the position to which assigned and to overcome employer reluctance to hire handicapped employees on a regular basis for fear they will not be able to perform on the job efficiently or safely. Under this appointment, the USGS makes no commitment for permanent employment;

however, the temporary limited appointment is usually long enough (approximately 4 months) for the severely handicapped person to establish his/her job readiness. There is no grade restriction for appointments made under the 700-hour appointment authority for physically handicapped individuals. Eligibility for this appointment is determined on the basis of a certification from either the Veterans' Administration or any State vocational rehabilitation agency.

Excepted appointments for handicapped persons were developed to provide for continuing employment of severely physically handicapped individuals. The procedure provides for the identification of a specific position which matches job tasks and work environment to accommodate the particular disabilities of a severely handicapped person. A handicapped individual may be given an excepted conditional appointment with the prior approval of the Personnel Officer for the area in which the position is located in one of two ways:

1. The conversion of the proposed appointee's trial appointment (discussed above), after successful demonstration of abilities to satisfactorily perform the duties of the position.
2. A direct Schedule A (excepted conditional appointment without a prior trail appointment). The USGS may accept a certification concerning the job readiness of the proposed appointee from either the Veterans' Administration or a State vocational rehabilitation agency in lieu of successful on-the-job performance.

Once given an excepted conditional appointment under Schedule A, a handicapped employee may be promoted in accordance with the employee's abilities and qualifications. After 2 years of successful job performance under the excepted appointing authority, the employee may be noncompetitively converted to competitive status to positions for which eligible and qualified.

Reference: FPM 306, subchapter 4

B. Employment of the Mentally Retarded

Mental retardation is a chronic and lifelong condition. In most cases, it is an improvable handicap, involving a limited, but nonetheless existing ability to learn, to be educated, and to be trained for useful productive employment. The conditions may be alleviated through special education, rehabilitation, and proper care. It is not a disease, nor a total absence of skill or aptitude, nor a sure case for institutionalization. It is a mental impairment which may range from mild to profound. The majority of mentally retarded individuals are capable of useful productive employment.

In some cases, mentally retarded individuals may be appointed under competitive procedures by using appropriate examinations; however, a State rehabilitation counselor should be involved in the placement and followup processes.

Mentally retarded individuals are usually appointed under the excepted appointing authority through referral by State vocational rehabilitation agencies. Careful job placement and followup by the State representative is mandatory. Appointments may be temporary or permanent and are based on certification from the appropriate State agency. Promotions may be effected but require State vocational rehabilitation certification that the individual can perform the higher level duties. After 2 years of successful job performance, the employee may be noncompetitively converted to competitive status. However, care and the employee's well-being and job protection should be taken into consideration.

Reference: FPM 306, subchapter 6

C. Employment of the Mentally Restored

Although it is generally accepted that many mentally restored individuals have a difficult time competing for employment, there was no separate appointing authority available except for the 700-hours temporary trial appointment. In recognition of these problems, the Interagency Committee on Handicapped Employees (ICHE) recommended to the Office of Personnel Management that an excepted appointment be established for mentally restored individuals similar to the authorities which exist for appointment of mentally retarded and severely physically handicapped individuals. It was determined that the Schedule B authority would accomplish this goal and thus provide these individuals with ample opportunity to update their skills and to establish a successful performance record to counteract prejudice on the part of employers.

A mentally restored individual may be employed on a full-time, part-time, or intermittent basis for a period not to exceed 2 years, providing he or she meets minimum qualifications (including a written test, if required) for the position to which he or she is being appointed. This authority does not permit conversion to competitive appointments. Mentally restored individuals wishing to continue in Federal Service after 2 years must be appointed through appropriate competitive examination procedures. At present, appointments under this authority must be approved by the Office of Personnel Management.

To be eligible for appointment as a mentally restored individual, the person must be at a severe disadvantage in obtaining employment because of a psychiatric disability evidenced by hospitalization and/or outpatient treatment and have had a significant period of substantially disrupted employment because of the disability. In addition, the individual must be certified to a specific position by a State vocational rehabilitation counselor or a VA psychologist (or a psychiatrist).

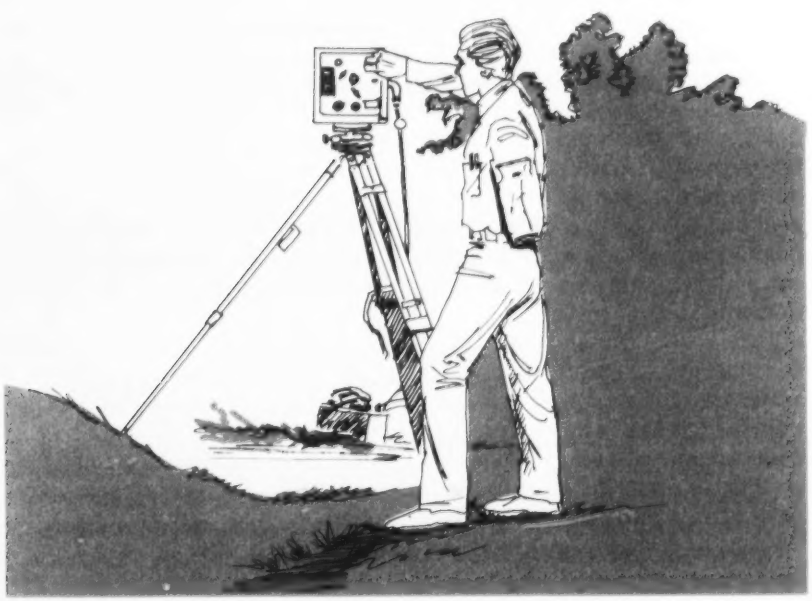
Reference: FPM letter 306-17, dated April 4, 1980

D. Noncompetitive Appointment of 30-percent Disabled Veterans

Recent changes in regulations resulting from the Civil Service Reform Act of 1978 allow additional employment benefits for veterans with compensable service-connected disabilities of 30 percent or more. These regulations provide for selection without competitive examination for a temporary limited appointment of a disabled veteran with a compensable service-connected disability of 30 percent or more. The appointment may be to any position in the competitive service for which he or she is qualified.

A disabled veteran with a compensable service-connected disability of 30 percent or more who is serving under a temporary limited appointment not limited to 60 days or less may be converted noncompetitively to a career or career-conditional appointment when he or she meets the qualification requirements for the position in which conversion is to be effected. Conversion need not be in the same position held under the temporary appointment. Certification of the applicant's claim for compensable disability must be confirmed in writing by the Veterans' Administration.

Reference: FPM letter 300-27, dated April 9, 1979



III. Cooperative Education Programs

Cooperative education is a long-established program which provides for periods of study interspersed with periods of study-related employment. The blend of academic study and work experience provided by cooperative education has many potential benefits. Among them are:

1. For the student, cooperative education lends relevancy to learning; provides realistic exposure to career opportunities; allows for early adaptation to the work environment; broadens exposure to people, places, and situations; and helps pay expenses of school years.
2. For the educational institution, cooperative education enriches curriculum by expanding teaching resources and faculty knowledges; gives substance to counseling programs; and, where the number of cooperative education students is large, decreases dropout and permits larger enrollment of students at minimal increase in cost.
3. For employers, cooperative education permits selection for career jobs on the basis of proven performance; provides a means of directing students toward occupations that promise career opportunities; alerts supervising staff to new methods and concepts; reduces the cost of the high rate of turnover that is characteristic of the first 3 years on the job; and permits the employer to contribute to the social goals by supporting the learning process and providing work experience and income for tomorrow's generation of professionals, administrators, and technicians.

Finally, cooperative education, as it operates in the Federal sector, helps to build understanding of Federal job opportunities among students and college personnel and more strongly links the efforts of educators to find employment for students with the occupational needs of Federal employers and students.

Reference: FPM 308,

A. High School

This program provides for students who are in high school (or in other qualifying institutions for secondary education) to alternate periods of study with periods of study-related employment on a full-time or part-time basis. (Intermittent employment is not appropriate.) Total time worked must not exceed 1,040 hours in any 12-month period. Scheduling of work periods during school terms is preferable.

Students are referred by schools to Federal agencies without regard to an individual's financial need and with due regard to all laws and policies governing equal employment opportunity in the Federal Service. No written test or other competitive procedure is required. Appointments are made at grade GS-1 for students pursuing careers in the office skills, or grade WG-1 for students pursuing careers in the trades and crafts. This experience is not creditable for qualification purposes later on since they are receiving credit toward graduation.

A written working agreement between the Federal agency and the school is required. A statement of the agency's responsibilities for appointment of a liaison, for orienting students, for informing the school of the student's performance, and for notifying the school of any intent to release the student is included in the agreement. Also included is a statement of the school's responsibilities for appointment of a liaison, for referring candidates, for providing data on students, and for notifying the agency of a change in student status. Students must be at least 16 years of age, must be enrolled in a qualifying cooperative education program, and must be recommended by appropriate officials at the educational institution. All students must maintain grades predictive of graduation from high school to remain in the program. A student who drops out of the high school's cooperative education curriculum must be terminated from the program. Federal agencies are not authorized to pay travel or study-related expenses for high school students enrolled in this program.

Reference: FPM 308, subchapter 5

B. Associate Degree

This program provides for undergraduate students who are working toward associate degrees in community and junior colleges or qualifying technical institutes to alternate periods of study with periods of study-related employment. This program permits Federal agencies to employ such students under one of two distinct appointing authorities. The major difference between the two is that one (Schedule B) may lead to a noncompetitive career-conditional appointment while the other (Schedule A) does not.

The Schedule B appointing authority permits Federal agencies to employ in specified occupational areas cooperative education students

from qualifying colleges who are studying full time in pursuit of an associate degree and who are majoring in fields directly related to the occupations. The occupational areas covered include all career-related occupations for which the OPM Handbook X-118 authorizes the substitution of 2 years of post-high school education as satisfying the experience requirements for GS-4.

Appointments of students under Schedule B must be for the full period beginning on the date of first appointment and ending at the close of business of the 120th day after graduation. Work for these students is scheduled on a 40-hour-a-week basis for the full length of each work period in most instances.

The Schedule A appointing authority allows Federal agencies to employ all 2-year associate degree co-op students who do not qualify for appointment under Schedule B. Appointments under this authority are made for the duration of the work periods only. Students may work full time (40 hours a week) or part time on alternating days, half-days, or any other schedule not involving more than 40 hours in any one week. This employment may not exceed 1,040 working hours in any 12-month period.

Under both appointing authorities, students are referred by colleges to Federal agencies without having to meet any kind of economic criteria and with due regard to all laws and policies governing equal employment opportunity in the Federal Service. No written test or other competitive procedure is required. Appointments are made at grades GS-2 and GS-3 or comparable wage grades.

A written working agreement between the Federal agency and the college is required. Colleges must have a continuing cooperative education program with administrative and faculty support and a cooperative education coordinating staff. All students must be in full-time attendance at the educational institution (usually 12 hours per semester or the equivalent), must be enrolled in a qualifying cooperative education program, and must be recommended for employment by the appropriate officials at the educational institution. A Schedule B student must maintain a grade of C at all times in the major subject and courses required for qualification at the GS-4 level after graduation; the student must also maintain either an average equivalent of 2.0 on a 4.0 scale or the average required by the college for an associate degree. Students who drop out of the college's co-op program, or discontinue their education, or do not complete work periods, must be terminated. Federal agencies are responsible for appointing a co-op education liaison, for selecting and processing appointees, for orienting students, and for informing the college of intent to release. Schedule B graduates may be given a career-conditional appointment, noncompetitively, to a GS-4 position on the career staff, provided they meet the qualification requirements in the field of work in which they received their training. All Schedule A students are terminated at the end of the last work period, which should be prior to graduation.

Reference: FPM 308, subchapter 4, FPM letter 308-17, dated January 30, 1980

C. Baccalaureate

This program provides for undergraduate students pursuing baccalaureate degrees to alternate periods of full-time study with periods of full-time, study-related employment corresponding in length to semesters, trimesters, or quarters. *Intermittent employment on an indefinite schedule is not permitted.* Students are referred by colleges to Federal agencies without having to meet any kind of economic criteria and with due regard to all laws and policies governing equal employment opportunity in the Federal Service. No written test or other competitive procedure is required. Appointments are made at grades GS-2 through GS-5, and promotions are made as training progresses, provided the student merits advancement through satisfactory performance during work and study periods.

A written working agreement between the Federal agency and the college is required. Colleges must have a continuing cooperative education program with administrative and faculty support and a cooperative education coordinating staff. Students must be actually in attendance at a qualifying school, must be recommended for placement, must maintain at least a 2.0 overall scholastic average on a 4.0 scale or the equivalent, and must maintain an average grade of C or above in all major fields of study. At the time of initial appointment, the hiring agency briefs each student about requirements governing entry into the Federal Service; the agency also emphasizes that cooperative education service does not commit the agency or the student to employment after graduation. Agencies may pay for tuition, books, and other educational expenses directly related to training and may also pay for travel and per diem to and from the worksite and to the first duty station. Graduates may be appointed, noncompetitively, to a GS-5 or GS-7 professional, technical, or administrative position for which they meet the qualification requirements in the field of work in which they received their training.

Reference: FPM 308, subchapter 2

D. Graduate

This program provides for the Federal employment of graduate students under cooperative education programs. Co-op education programs at the graduate level are designed to enrich the educational process by providing relevant work experience and to assist agencies in the development of a recruitment resource for meeting long-range staffing goals. Students successfully completing approved programs may be converted to career service positions at the employing agency's option. Initial appointments under this program are made at the GS-5 or GS-7 level, the entry-level for professional positions.

A written working agreement between the Federal agency and the college is required. Agreements between agencies and schools are specific in terms of the number of hours and periods of work and study. To be noncompetitively converted, a student must have worked a minimum of 16 weeks or 640 hours. Students may work up to 26 weeks or 1,040 hours during a 12-month service year. Agreements may be developed for the entire period or for two separate periods. The length of appointments are developed jointly by the agencies and the schools and should provide adequate time for students to complete requirements for graduate degrees. Such requirements, however, must not exceed 30 months for master's and 42 months for Ph.D. degree candidates from the beginning of their educational programs to the awarding of their degrees. Agreements between agencies and schools also include a statement of the school's responsibility for referring students (including honorably discharged veterans who ask to be referred), for providing data on each student, and for notifying the agency of any changes in a student's status.

Student eligibility for initial appointment will be based upon enrollment as a graduate student in a field of study related to the position to which he or she would be appointed. In addition, students must meet the full qualification requirements, including passing scores on written tests, if appropriate. Agencies recruit, determine eligibility, and select participants. Agencies may pay for tuition, books, and other educational expenses directly related to training and may also pay for travel and per diem to and from the worksite and to the first duty station.

Upon completion of requirements for the advanced degree, graduate students who have satisfactorily performed work-study assignments may, at the option of the employing agency, be converted to career or career-conditional appointments in that agency, provided they:

1. receive their advanced degrees within 30 months from the date of enrollment in graduate school for a master's degree *or* 42 months from their date of enrollment in graduate school for a doctorate;

2. have worked at least 16 weeks or 640 hours in career-related work-study assignment; and

3. are recommended in writing by appropriate agency supervisory officials knowledgeable of their performance.

Noncompetitive conversion must be effected within 120 days following completion of degree requirements.

Students converted to career or career-conditional appointments following completion of degree requirements may enter career ladder positions.

IV. Federal Junior Fellowship Program

The Federal Junior Fellowship Program is a nationwide college work-study program designed to provide career-related summer and vacation employment until college graduation for outstanding graduating high school seniors who need the earnings to attend college. At the same time it provides Federal agencies with highly motivated and productive employees for certain periods during the year and highly qualified candidates for permanent Federal employment in the future. Students selected for the Program work during summers and vacation periods while in college. As their skills and abilities increase, they are given progressively responsible duties in their agencies until, at the completion of their college studies, they are eligible for continuing Federal employment.

It is the distinctive feature of the Federal Junior Fellowship Program that enrollees who have completed requirements for the bachelor's degree and who have satisfactorily performed work-study assignments may, at the option of the employing agency, be converted noncompetitively to career-conditional appointments in the agency at the GS-5 level. Students converted to career-conditional appointments following completion of degree requirements may enter career ladder positions and may in the future be promoted within these ladders in accordance with normal promotion procedures.

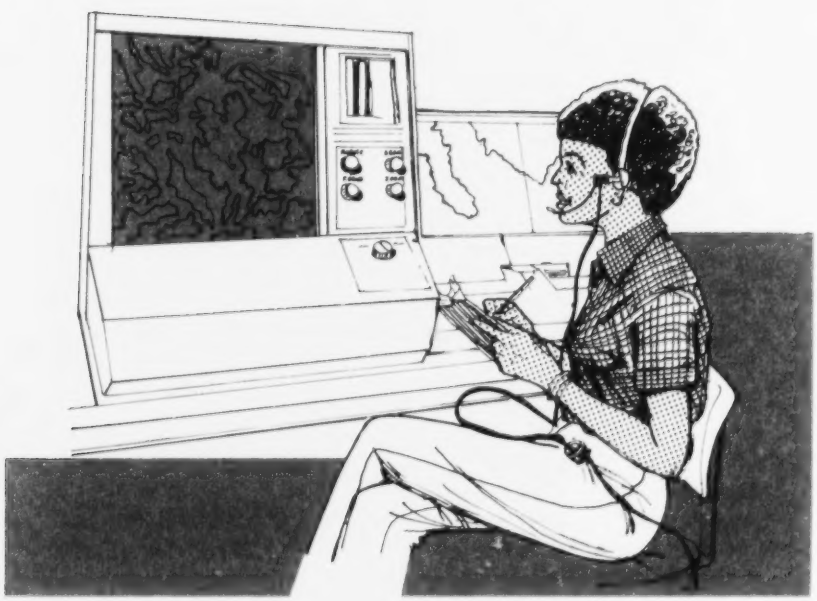
Eligibility criteria for the Federal Junior Fellowship Program are that the student:

1. must be a graduating senior in a public or private high school;
2. academic standing must be in the top 10 percent of the high school graduating class;
3. must be accepted for enrollment in an accredited institution of higher learning;

4. must be interested in pursuing a Federal career following graduation from college; and
5. must need the earnings received from employment in order to help meet college expenses. (A determination of need is based upon annual total family income.)

Junior Fellows are assigned to work with professional, technical, or administrative Federal employees in fields related as closely as possible to their educational objectives. They are recommended for the Program by school officials during the early spring of their senior year and, if selected for the Program, are referred to Federal agencies who have expressed a need for Junior Fellowship enrollees. Agencies may then interview and select candidates referred to them. Appointments under the Junior Fellowship Program do not count against the employing agency's regular personnel ceiling. Each agency is limited, however, to a specific number of Junior Fellowship appointments delegated by the Office of Personnel Management. At present (May 1980) the Geological Survey is operating on a limitation of 90 Junior Fellowship appointment slots; this limitation will remain in effect until 1983.

Reference: FPM letter 308-18, dated February 19, 1980.



V. Youth Opportunity Programs

A. Stay-in-School Program

On August 21, 1965, President Johnson announced a Youth Opportunity Back-to-School Drive, which had the purpose of encouraging youths to continue or to resume their education. As a part of that drive (renamed the Stay-in-School Campaign when the President again emphasized its objectives in 1966), employers were asked to provide part-time jobs to disadvantaged youths when this employment might make the difference between a student's staying in school or dropping out. To facilitate employment for this purpose in Federal agencies, a special appointing authority was approved.

The authority permits appointments in furtherance of the Stay-in-School Campaign to part-time or intermittent positions whose duties involve work of a routine nature. Appointments are excepted appointments limited to 1 year or less, but may be extended for additional periods of up to 1 year each if the conditions of initial appointment are still met. These conditions are:

1. appointees must be enrolled in or accepted for enrollment in a resident secondary school or institution of higher learning, accredited by a recognized accrediting body;
2. employment under this authority cannot exceed 16 hours in any calendar week when school is in session (40 hours in any calendar week which falls during a vacation period); and employee may work a full (8-hour) day when school is closed due to holidays, inclement weather, etc.;
3. while employed, an appointee must continue to maintain an acceptable school standing;
4. appointees must need the earnings to stay in school;
5. pay is fixed at the minimum wage or grade level commensurate with the duties assigned to the position; and
6. appointees must be at least 16 years of age.

In seeking candidates for appointment under this authority, USGS works with State Employment Service Offices, school counselors, other school officials, public welfare agencies, and organizations participating

with Federal agencies in the alleviation of youth problems. Other suitable recruiting sources are also used.

Reference: FPM 213., Appendix F.

B. Summer Aid Program

The special purpose of the Summer Aid Program is to provide meaningful work for young people who might not otherwise have the opportunity to obtain summer jobs. Past years' experiences clearly demonstrate that, with appropriate job planning, orientation, supervision, and instruction, these young people perform their assignments in a highly acceptable manner.

Prior to being appointed, summer aids must first meet certain income criteria established by the Office of Personnel Management. The primary referral sources, including certification of eligibility, are local offices of the State Employment Service and area high schools. In those locations where there are no offices of the State Employment Service or where these offices advise that they are unable to provide referrals, other social referral agencies are used.

On-the-job training and coaching which is designed to enable young workers to acquire acceptable level operating skills in a minimum of time is generally considered the heart of the training effort for summer aids. Other training activities supplement and complement on-the-job training and are directed, where feasible and appropriate:

1. acquiring or improving skills related to the summer job, such as basic office skills, laboratory skills, shop skills, etc., for which relatively brief training is required;
2. improving basic educational skills, such as reading, vocabulary, speech, arithmetic, etc.; and
3. developing an understanding of the working world—career opportunities, education requirements, finding jobs, etc.

Training in safe work habits is emphasized in all summer orientation and skills training.

USGS supervisors are in a good position, as part of the program, to advise summer aids on the advantages of continuing their education and routinely counsel summer aids to return to school in the fall.

The following conditions are imposed on the program:

1. applicants must be enrolled or accepted for enrollment on a full-time basis;
2. the appointment is limited to the summer period, not to exceed September 30 of the year worked;
3. appointees must need the earnings to stay in school; and
4. pay is fixed at the minimum wage or a grade level commensurate with the duties assigned to the position.

Reference: FPM Bulletin 308-41, dated May 21, 1979; FPM, chapter 213, Appendix C

VI. Host Enrollee: Federal Grant Programs

Host-Enrollee programs provide work experience and training to enrollees in manpower programs and work-study programs established under Federal legislation to assist low income, unemployed, or underemployed persons. These enrollees are hosted by the government agency at little or no cost. It may be required that USGS send the program headquarters up to 20 percent of the salary costs for these enrollees. These enrollees are *not* Federal employees. However, unless otherwise indicated below, they are covered under the Federal tort claims provisions in 28 U.S.C. 2671 and under conditions defined by law (P.L. 93-203) relating to compensation of workers for injuries on the job.

They cannot be used to displace any regular employees.

Since these programs are many and varied, a detailed explanation of each is following.

If your office is contacted by any program that will provide enrollees to you, please contact your servicing Personnel Office, Special Program Coordinator. These various programs are subject to many regulations and laws and you will be advised accordingly. Please be sure to clear any agreement with your personnel office, since the Federal sector is prohibited from entering into agreements with several organizations and institutions.

A. Work Incentives Program

The authorization for this program is the Social Security Act of 1964, as amended (Public Laws 90-223, 90-248, and 92-178) administered by the Department of Labor in cooperation with the Department of Health, Education, and Welfare.

The program objectives are to move individuals, 16 years and older, off the rolls of Aid to Families with Dependent Children (AFDC) and into meaningful, productive employment.

The conditions of employment are:

1. Federal agencies may provide up to 13 weeks of work experience to enrollees. Employment after 13 weeks must be through the competitive process;

2. enrollees must be at least 16 years of age;
3. assignments provided enrollees shall not lead to the displacement of Federal employees;
4. pay rates and duty hours may be determined by the administering agency and the prime sponsor;
5. an enrollee may be terminated at any time for any reasonable cause. Notice of termination will be in writing and must state the reason for termination and the effective date. A copy will be forwarded to the enrollee, the servicing personnel office, and the sponsoring activity;
6. the only costs assumed by the agency are those incurred in planning and monitoring its own participation. The agency does not pay any part of the enrollees' wages; and
7. placement of enrollees at a Federal worksite does not qualify the enrollee for Federal Service. Enrollees interested in Federal employment following completion of work experience must qualify under competitive procedures.

The procedures for hosting enrollees are to obtain a signed agreement [Appendix C (1)] from the prime sponsor for each enrollee. Forward the original to the personnel office, retain a copy in your office, and provide a copy to the prime sponsor and to the enrollee.

Reference: FPM 309, subchapter 2, section 2

B. Comprehensive Employment and Training Act (CETA) Program

The authorization is the Comprehensive Employment and Training Act of 1973 (Public Law 93-203, 87 Stat. 839) and amended by Public Law 93-567 (88 Stat. 1845).

The program objectives are to provide job training and economic opportunities for economically disadvantaged, unemployed, and underemployed persons, and to assume that training and other services lead to maximum employment opportunities and enhance self-sufficiency.

The conditions of employment are:

1. enrollee must be at least 16 years of age;
2. assignments provided enrollees shall not lead to the displacement of Federal employees;
3. pay rates and duty hours may be determined by the administering agency and the prime sponsor;
4. an enrollee may be terminated at any time for any reasonable cause. Notice of termination will be in writing and must state the reason for termination and the effective date. A copy will be forwarded to the enrollee, the servicing personnel office, and the sponsoring activity;
5. the only costs assumed by the agency are those incurred in planning and monitoring its own participation. The agency does not pay any part of the enrollees' wages; and

6. placement of enrollees at a Federal worksite does not qualify the enrollee for Federal Service. Enrollees interested in Federal employment following completion of work experience must qualify under competitive procedures.

The procedures for hosting enrollees are to obtain a signed agreement [Appendix C (2)] from the prime sponsor for each enrollee. Forward the original to the personnel office, and provide a copy to the prime sponsor and to the enrollee.

Reference: FPM 309, subchapter 2, section 6

C. Vocational Education Work-Study Program

The authorization is Vocational Education Amendments of 1968, Title I, Public Law 90-576, 20 U.S.C. 1241-1391; 82 Stat. 1064-1091 and Educational Amendments of 1972, Public Law 92-318, Title II, Vocational Education, section 207, 20 U.S.C. 1371; 86 Stat. 326.

The program objectives are to assist economically disadvantaged full-time vocational education students to remain in school by providing part-time employment with public employers.

The conditions of employment are:

1. enrollees must be at least 16 years old;
2. assignments provided enrollees shall not lead to the displacement of Federal employees;
3. an enrollee may be terminated at any time for any reasonable cause. Notice of termination will be in writing and must state the reason for termination and the effective date. A copy will be forwarded to the enrollee, the servicing personnel office, and the sponsoring activity;
4. duty hours may be determined by the administering agency and the prime sponsor;
5. Federal agencies who host Vocational Education Work-Study Program enrollees will pay 20 percent of the enrollees' wages. Payment will be made directly to the prime sponsor, *not* the enrollee;
6. enrollee is *not* covered under the Federal tort claims provisions in 28 U.S.C. 2671 and under conditions defined by law (P.L. 93-203) relating to compensation of workers for injuries on the job in accordance with Comptroller General decision B-153694; and
7. placement of enrollees at a Federal worksite does not qualify the enrollee for Federal Service. Enrollees interested in Federal employment following completion of work experience must qualify under competitive procedures.

The procedures for hosting enrollees are to obtain a signed agreement [Appendix C (3)] from the prime sponsor for each enrollee. Forward the original to the personnel office, retain a copy in your office, and provide a copy to the prime sponsor and to the enrollee.

Reference: FPM 309, subchapter 2, section 4

D. College Work-Study Program

The College Work-Study Program (CWSP) is designed to expand the part-time employment of students, particularly those who are in financial need and who require assistance to pursue courses of study at institutions of higher education (including area vocational schools). Federal grants are made to institutions of higher education to enable them to create job opportunities for their eligible students. The grant monies made available to educational institutions can generally be used to pay up to 80 percent of the earnings of students in eligible jobs in public and private nonprofit organizations. Students are generally allowed to work up to 15 hours per week but may work up to 40 hours per week during vacation periods upon approval by the college financial aid officer in the light of economic need, health, academic schedule and status, and other related factors.

An institution may arrange for the employment of its students in work for the institution itself. It may also arrange for assignments in work that is done for the public interest by public agencies or by private nonprofit organizations. Federal agencies which host CWSP students are usually called upon to pay at least the share of student compensation which cannot be covered by program funds (usually 20 percent).

Originally authorized by the Economic Opportunity Act, the College Work-Study Program presently is authorized by the Higher Education Act of 1965, Title IV, part C, as amended. Responsibility for the administration of the Program rests with the U.S. Office of Education and is shared by the participating educational institutions. The Office of Personnel Management is responsible for establishing provisions governing assignments of college work-study students in Federal agencies.

Office of Education instructions indicate that, to be eligible for employment, a student must:

1. be in need of the earnings in order to pursue a course of study at the institution, taking into consideration the actual cost of attendance at the institution;
2. show evidence of academic or creative promise and capability of maintaining good standing in his course of study while employed under the program;
3. be enrolled in or accepted for enrollment as a student at the institution on a full-time basis as an undergraduate, graduate, or professional student;
4. be a citizen or a national of the United States, or in the United States for other than temporary pruposes with the intention of becoming a permanent resident thereof, or be a permanent resident of the Trust Territory of the Pacific Islands; and
5. if enrolled in an area vocational school, have a certificate of graduation from a school providing secondary education (or the equivalent) and be pursuing a program of education or training which requires at least 6 months to complete, and which is

designed to prepare him for gainful employment in a recognized occupation.

In the selection of students, preference is given to students with the greatest financial need, taking into account grant assistance provided such students from any public or private source.

A working agreement between the employing organization and the institution incorporating the above provisions is required by the Office of Education.

A student's assignment under this program must not result in the displacement of employed workers or impair existing contracts for services.

It should be noted that the institution will be responsible for payroll disbursements; the USGS will forward our portion of the payment to the institution.

E. Senior Community Service Employment Program

The authorization is Title IX of the Older American Community Service Employment Act of 1973 (Public Law 93-29, 87 Stat. 62, 42 U.S.C. 3061 et seq.).

The program objectives are to foster and promote useful part-time opportunities in community service activities for unemployed low-income persons who are 55 years old or older and who have poor employment prospects.

The conditions of employment are:

1. enrollee must be at least 55 years old;
2. assignments provided enrollees shall not lead to displacement of Federal employees;
3. pay rates and duty hours may be determined by the administering agency and the prime sponsor;
4. the Geological Survey will be responsible for a portion of the compensation, and payment may be in cash or in kind, i.e., equipment, supervision and counseling services, etc.;
5. an enrollee may be terminated at any time for any reasonable cause. Notice of termination will be in writing and must state the reason for termination and the effective date. A copy will be forwarded to the enrollee, the servicing personnel office, and the sponsoring activity; and
6. placement of enrollees at a Federal worksite does not qualify the enrollee for Federal Service. Enrollees interested in Federal employment following completion of work experience must qualify under competitive procedures.

The procedures for hosting enrollees are to obtain a signed agreement [Appendix C (5)] from the prime sponsor for each enrollee. Forward the original to the personnel office, retain a copy in your office, and provide a copy to the prime sponsor and to the enrollee.

Reference: FPM 309, subchapter 2, section 5.

Federal Special Employment Programs

and how to use Them

Appendixes

A. Model Veterans Readjustment Appointment Plan
B. Model Cooperative Education Agreement
C. Host Enrollee
   (1) Work Incentives Program Agreement
   (2) Comprehensive Employment and Training Act (CETA) Program Agreement
   (3) Vocational Education Work-Study Program Agreement
   (4) College Work-Study Program Agreement
   (5) Senior Community Service Employment Program Agreement

Appendix A

MODEL VETERANS READJUSTMENT APPOINTMENT PLAN

1. Name of employee	2. Position title	3. Grade

4. Agency

5. Description of education/training plan	Target date(s) for completion

6. Agency representative who can provide job-related counseling.	Name	Telephone number
	Address	
7. Educational and vocational counseling services are available to veterans readjustment appointees from the VA. The nearest VA facility which can provide this counseling is shown at the right.	VA facility	Telephone number

NOTE: Conversion to career or career-conditional appointment is subject to satisfactory completion of this education/training plan (including any mutually agreed to changes made to this plan) and satisfactory completion of required service.

Agency representative	Signature	Date
Employee	Signature	Date

Office of Personnel Management
FPM Chapter 307

THIS FORM IS TO BE LOCALLY REPRODUCED

OPM Form 1398
June 1979

Appendix B

Model Cooperative Education Agreement*

between

U.S. Geological Survey
Federal Agency

_____
Educational Institution

This agreement provides a basis for mutual understanding between the above parties in matters relating to Federal employment of cooperative education students who are enrolled in baccalaureate programs and who will be assigned to the following worksites:

_____ _____

_____ _____

Attach list if necessary

Purpose of the Cooperative Arrangement

The anticipated result of this agreement is that each party will assist the other in the accomplishment of its program objectives. For the institution it is recognized that such objectives are primarily educational in nature. While concerned with the enrichment of curriculum and student learning, the Federal agency must also be primarily concerned with utilizing the cooperative education program to meet its short-term and long-term staffing needs. Mutual support between the parties of these primary objectives may be expected to result in many other benefits, not alone to the parties of the agreement, but also to each participating student.

Agency Responsibilities

In the cooperative arrangement the agency will:

1. Designate a staff member to maintain liaison with the educational institution.
2. Inform the institution of available work opportunities.
3. Establish work schedules which accommodate the academic calendar of the institution and enable the students to meet the requirements of both the institution and the agency for completion of the program.
4. Select appointees from among students referred by the institution without any discrimination on the basis of race, ethnic background, creed, national origin, sex or age.
5. Process all personnel actions relating to the student's employment and keep all necessary employment records.

*This sample agreement is for cooperative education under the Baccalaureate Program. Copies of samples for graduate, associate and high school programs are available in your servicing personnel office.

6. Respond promptly to referrals of students by colleges.
7. Relate work assignments as fully as possible to each student's major areas of study and make every effort to maximize the student's learning from his co-op experience.
8. Place students under competent supervisors and orient them to the work environment and the conditions governing their Federal employment.
9. Conduct periodic appraisals of each student's performance and provide counseling that will improve performance.
10. Provide needed reports to the institution on student performance.
11. Notify the institution as far in advance as possible of the agency's intent to terminate a student's employment.

Responsibilities of the Institution

The institution will:

1. Designate a representative to work with the agency liaison officer.
2. Inform all likely student candidates of the agency's cooperative education opportunities.
3. Refer all interested and qualified candidates to the agency without discrimination, including veterans discharged under honorable conditions.
4. Correlate work and study in a manner that will assure maximum learning on the part of each student.
5. Furnish the agency with requested information about the student's fields of study and academic standing.
6. Inform the agency of any change in a student's status, including termination of study, change from full-time to part-time enrollment, shifts to other major areas of study, and failure to maintain required standards of the institution or agency.

Conditions of Student Employment

1. *Student Eligibility.* The student must:
   a. Be enrolled in a curriculum leading to a bachelor's degree on a substantially full-time basis (usually at least 12 semester hours or the equivalent) and must be pursuing a major field of study closely related to the job for which he is being considered.
   b. Be enrolled in the institution's cooperative education program.
   c. Be recommended to the agency by the appropriate staff of the educational institution.
   d. Be a citizen of the United States of America or a native of a country which owes permanent allegiance to the United States (American Samoa).
   e. Be 16 years of age or over.
   f. Be maintaining at least a 2.0 overall average on a 4.0 scale or the equivalent, a grade C or above in all major fields of study at all times,

and a record that is in all ways predictive of graduation.

g. Meet medical requirements.
h. Meet security requirements.

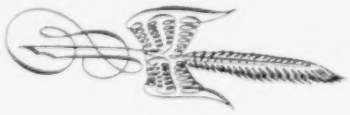
2. *Appointment*
   a. Students are appointed under the authority provided in Section 213.3202(b) of the Code of Federal Regulations except when the agency has another approved appointing authority.
   b. All appointments are for the full period extending from the initial appointment to a date not to exceed 120 days after graduation. Extension beyond the 120 days after graduation violates the provisions of an Executive Order of the President of the United States. If formalities of graduation are delayed, the 120-day period begins on the 15th day after the college issues notice that testifies to the student's graduation.
   c. A student's appointment may be terminated at any time for any of the following reasons:
      —Resignation
      —Change to a curriculum which will not qualify him for position
      —Suspension, expulsion or withdrawal from the educational institution
      —Unsatisfactory work performance
      —Failure to maintain academic standards
      —Inability of the agency for administrative reasons to retain the student in the job.

3. *Student Work Schedules*
   a. Schedules will involve alternating periods of full-time study and full-time work (except in rare situations in which the Office of Personnel Management has authorized part-time work because of the nature of the assignments).
   b. Work periods may include summers but must not be confined to summers.
   c. Work will be scheduled so that the student, *by the date of graduation*, can complete the required number of periods and hours of work required to make him eligible for noncompetitive conversion to a career or career-conditional appointment during the 120 days after graduation.

4. *Pay and Benefits*
   a. Students will be paid in accordance with the regular pay schedules established for their grades and will receive any authorized payment for overtime.
   b. Students are paid for holidays which fall within their work periods if regulations qualify them for such pay.

c. Students earn sick leave at the rate of 4 hours per pay period and annual leave at the rate authorized for their length of Federal Service, including military service.
d. For students holding appointments which exceed 1 year, participation in the Federal Retirement System is mandatory. In the unforeseen situation in which the appointment is less than 1 year, the student will be covered under FICA.
e. The student will receive regular life insurance provided to employees unless he waives it. If the student is expected to be in pay status for at least one-third of the time of his appointment, he may also elect optional life insurance and health benefits.
f. When not in pay status, students will be placed on leave-without-pay.
g. Payment of travel to and from the job and payment of study costs are generally not applicable to all students and are, therefore, not covered by this agreement. When made, such payments are subject to Federal regulations.

5. *Classification and Promotion*
a. Students may be appointed in co-op positions at grades GS-2 through GS-5. No initial appointments are made at GS-5.
b. The following are the minimum standards for each grade for cooperative education students.
Student Trainee GS-2: None
Student Trainee GS-3: One full year of academic study (30 semester hours)
Student Trainee GS-4: Two full years of academic study (60 semester hours)
Student Trainee GS-5: One of the following:
—Completion of three-fourths of the total number of periods of study required for the bachelor's degree and one period of employment at GS-4.
—Completion of 2 1/2 years of academic study plus 6 months of GS-4 work experience.
c. Promotion from one grade to another is contingent upon the student's meeting not only the above qualification standards but also the performance requirements of the agency. Although promotion is at the discretion of the agency, students are usually moved through grades so that they will qualify for a least GS-5 upon graduation, and a student is not kept in a grade for more than 24 months.



Employment and Graduation

1. Within the 120 days after graduation, the employing agency may convert noncompetitively to a career or career-conditional appointment any cooperative education student who receives a bachelor's degree and who satisfies the elegibility requirements cited below.

2. A student is eligible for noncompetitive conversion at the GS-5 level if he or she:
   - —Meets the qualification standards for the position at the GS-5 level, except for any written test.
   - —Meets the citizenship requirements.
   - —Has completed prior to graduation at least two full-time periods of work, separated by a period of study, which together total 26 weeks, or 1,040 hours of work. One of the work periods must have been scheduled other than during a summer month and one must have been completed within 18 months of graduation.
   - —All work counted must be in the same field of work as the appointment and in the agency making the conversion.

3. A student is eligible for noncompetitive conversion at the GS-7 level if he or she:
   - —Meets the qualification standards for the GS-7 position.
   - —Meets the citizenship requirements.
   - —Has served at the GS-5 level as a cooperative education student for 12 calendar months, of which 60 days have been in work status. (This is a requirement of law.)
   - —Meets one or the other of the following two requirements:
     - * Has served *in work* status (i.e., excluding LWOP time) for a total of at least 52 weeks (2,080 hours) between appointment and graduation; the work has included *at least* two separate periods prior to graduation with an intervening period of study; both periods were at least 60 days in length and one period fell within the 18 months immediately prior to graduation; at least one of the two periods counted for the purpose of conversion did not fall wholly within the established summer employment period; and both periods were in the same agency and the same field of work in which the student is seeking conversion, *or*
     - * Has completed 26 weeks in work status as required for noncompetitive conversion at the GS-5 level and has also met the conditions of the OPM's Superior Academic Achievement provision.

4. Although the prime purpose of Federal employment of cooperative education students is to prepare students for the agency's permanent work force, an agency sometimes cannot, for administrative reasons, convert noncompetitively all the co-op graduates which it has trained

as students or cannot convert at the grade for which a person is eligible. Students who are not converted may seek eligibility through the competitive process in the same or another area of work. Those who do not meet the work requirements for noncompetitive conversion at the GS-7 level may also seek eligibility at that level through the competitive system.

5. Students who are not appointed within the 120 days after graduation will be terminated.

Conditions of Agreement

1. The conditions of this agreement are in general conformity with Federal regulations. It is understood, however, that they at no time supersede, alter or take the place of such regulations. Many of the conditions are subject to immediate change by new legislation or policy revisions and are mandatory. Changes which are not required by new laws or regulations will be made only by mutual consent of the agency and the institution.
2. This agreement becomes void if there have been no students from the educational institution employed by the agency within the preceding 12 months.

Signed

Institution's Representative	Agency's Representative
Title	Title
Official Mailing Address	Official Mailing Address
Tel. (include area code)	Tel. (include area code)

Appendix C

C(1) Work Incentives Program Agreement

I. Authorization: This program is authorized by the Social Security Act of 1964, as amended (Public Laws 90-223, 90-248, and 92-178) and the agreement is entered into under the provisions of the Federal Personnel Manual, Chapter 309.

II. Purpose of Program: To move individuals off the rolls of Aid to Families with Dependent Children (AFDC) and into productive employment.

III. Conditions of Employment: (1) Work experience will be provided for up to 13 weeks. (2) Enrollee is at least 16 years of age. (3) Enrollee may be terminated at any time for any reasonable cause. Notice of termination will be in writing and will contain the reason for termination and the effective date. (4) The Geological Survey is not responsible for any payment of compensation. (5) Enrollee is covered under the Federal tort claims provisions in 28 U.S.C. 2671 and under conditions defined by law (P.L. 93-203) relative to compensation of workers for injuries on the job. (6) Placement of enrollee at this Federal worksite is not qualifying for Federal Service. If enrollee is interested in Federal employment following completion of work experience, he/she must qualify under competitive procedures.

IV. Certification: This is to certify that _____
(Name and Address of
_____
Sponsoring Activity)
and the Geological Survey agree to the terms set forth above and that _____
_____ will be placed in the Survey worksite located _____
_____
(Name and Address of Worksite)

_____ _____
Signature of Sponsoring Activity Representative and Date

_____ _____
Signature of Geological Survey Representative and Date

C(2) Comprehensive Employment and Training Act (CETA) Program Agreement

I. Authorization: Comprehensive Employment and Training Act of 1973 (Public Law 90-203, 87 Stat. 839) and amended by Public Law 93-567 (88 Stat. 1805).

II. Program Objectives: To provide job training and economic opportunities for economically disadvantaged, unemployed, and underemployed persons, and to assume that training and other services lead to maximum employment opportunities and enhance self-sufficiency by establishing a flexible and decentralized system within Federal, State, and local governments. NOTE: There are several different types of CETA programs, i.e., CETA college work-study programs, which are not to be confused with other Federal grant programs of the same title which are authorized under different legislation.

III. Conditions of Employment: (1) Enrollee must be at least 16 years of age. (2) The Geological Survey is not responsible for any payment of compensation. (3) Enrollee is covered under the Federal tort claims provisions in 28 U.S.C. 2671 and under conditions defined by law (P.L. 93-203) relating to compensation of workers for injuries on the job. (4) Placement of enrollee at this Federal worksite is not qualifying for Federal Service. If enrollee is interested in Federal employment following completion of work experience, he/she must qualify under competitive procedures. (5) Enrollee may be terminated at any time for any reasonable cause. Notice of termination will be in writing and will contain the reason for termination and the effective date.

IV. Certification: This is to certify that _____

(Name and Address of

_____

Sponsoring Activity)

and the Geological Survey agree to the terms set forth above and that _____

_____ will be placed in the Survey worksite located in _____

(Enrollee)

_____

(Name and Address of Worksite)

_____ _____

Signature of Sponsoring Activity Representative and Date

Signature of Geological Survey Representative and Date

C(3) Vocational Education Work-Study Program Agreement

I. Authorization: Vocational Education Amendments of 1968, Title I; Public Law 90-576, 20 U.S.C. 1241-1391; 82 Stat. 1064-1091 and Educational Amendments of 1972; Public Law 92-318, Title II, Vocational Education, section 207, 20 U.S.C. 1371; 86 Stat. 326.

II. Program Objectives: To assist economically disadvantaged full-time vocational education students to remain in school by providing part-time employment with public employers.

III. Conditions of Employment: (1) Enrollee must be at least 16 years old. (2) Enrollee may be terminated at any time for any reasonable cause. Notice of termination will be in writing and will contain the reason for termination and the effective date. (3) The Geological Survey will pay 20% of the enrollees' wages. (4) Enrollee is *NOT* covered under the Federal tort claims provisions in 28 U.S.C. 2671 and under conditions defined by law (P.L. 93-203) relating to compensation of workers for injuries on the job in accordance with Comptroller General decision B-153694. (5) Placement of enrollee at this Federal worksite is not qualifying for Federal Service. If enrollee is interested in Federal employment following completion of work experience, he/she must qualify under competitive procedures.

IV. Certification: This is to certify that _____
(Name and Address of

_____
Sponsoring Activity)
and the Geological Survey agree to the terms set forth above and that _____
_____ will be placed in the Survey worksite located in _____
(Enrollee)

_____
(Name and Address of Worksite)

_____
Signature of Sponsoring Activity Representative and Date

_____
Signature of Geological Survey Representative and Date

C(4) College Work-Study Program Agreement

I. Authorization: This program is authorized by the Higher Education Act of 1965, Title IV, part C, as amended (Public Law 89-329, 42 U.S.C. 2751-2756a; Public Law 92-378) and the agreement is entered into under the provisions of the Federal Personnel Manual, Chapter 309.

II. Purpose of Program: To promote the part-time and vacation employment of undergraduate, graduate, or professional students, particularly those who are in financial need and who require assistance to pursue courses of study at institutions of higher education.

III. Conditions of Employment: (1) Enrollee is at least 16 years old. (2) Enrollee may be terminated at any time for any reasonable cause. Notice of termination will be in writing and will contain the reason for termination and the effective date. (3) The Geological Survey will pay 20% of the enrollees' wages and social security costs on the full amount of wages. (4) Enrollee is covered under the Federal tort claims provisions in 28 U.S.C. 2671 and under conditions defined by law (P.L. 93-203) relating to compensation of workers for injuries on the job. (5) Placement of enrollee at this Federal worksite is not qualifying for Federal Service. If enrollee is interested in Federal employment following completion of work experience, he/she must qualify under competitive procedures.

IV. Certification: This is to certify that _____
(Name and Address of

_____
Sponsoring Activity)
and the Geological Survey agree to the terms set forth above and that _____
_____ will be placed in the Survey worksite located in _____
(Enrollee)

_____
(Name and Address of Worksite)

_____ _____
Signature of Sponsoring Activity Representative and Date

_____
Signature of Geological Survey Representative and Date

C(5) Senior Community Service Employment Program Agreement

I. Authorization: This program is authorized by Title IX of the Older American Community Service Employment Act of 1973 (Public Law 93-29, 87 Stat. 62, 42 U.S.C. 3061 et seq.) and the agreement is entered into under the provisions of the Federal Personnel Manual, Chapter 309.

II. Purpose of Program: To foster and promote useful part-time work opportunities in community service activities for unemployed low-income persons who are 55 years old and older and who have poor employment prospects.

III. Conditions of Employment: (1) Enrollee is at least 55 years old. (2) Enrollee may be terminated at any time for any reasonable cause. Notice of termination will be in writing and will contain the reason for termination and the effective date. (3) The Geological Survey will be responsible for a portion of the compensation as follows:

_____

_____

(4) Enrollee is covered under the Federal tort claims provisions in 28 U.S.C. 2671 and under conditions defined by law (P.L. 93-203) relating to compensation of workers for injuries on the job. (5) Placement of enrollee at this Federal worksite is not qualifying for Federal Service. If enrollee is interested in Federal employment following completion of work experience, he/she must qualify under competitive procedures.

IV. Certification: This is to certify that _____
(Name and Address of

_____
Sponsoring Activity)
and the Geological Survey agree to the terms set forth above and that _____
(Enrollee)

_____ will be placed in the Survey worksite

located in _____
(Name and Address of Worksite)

_____
Signature of Sponsoring Activity Representative and Date

_____
Signature of Geological Survey Representative and Date

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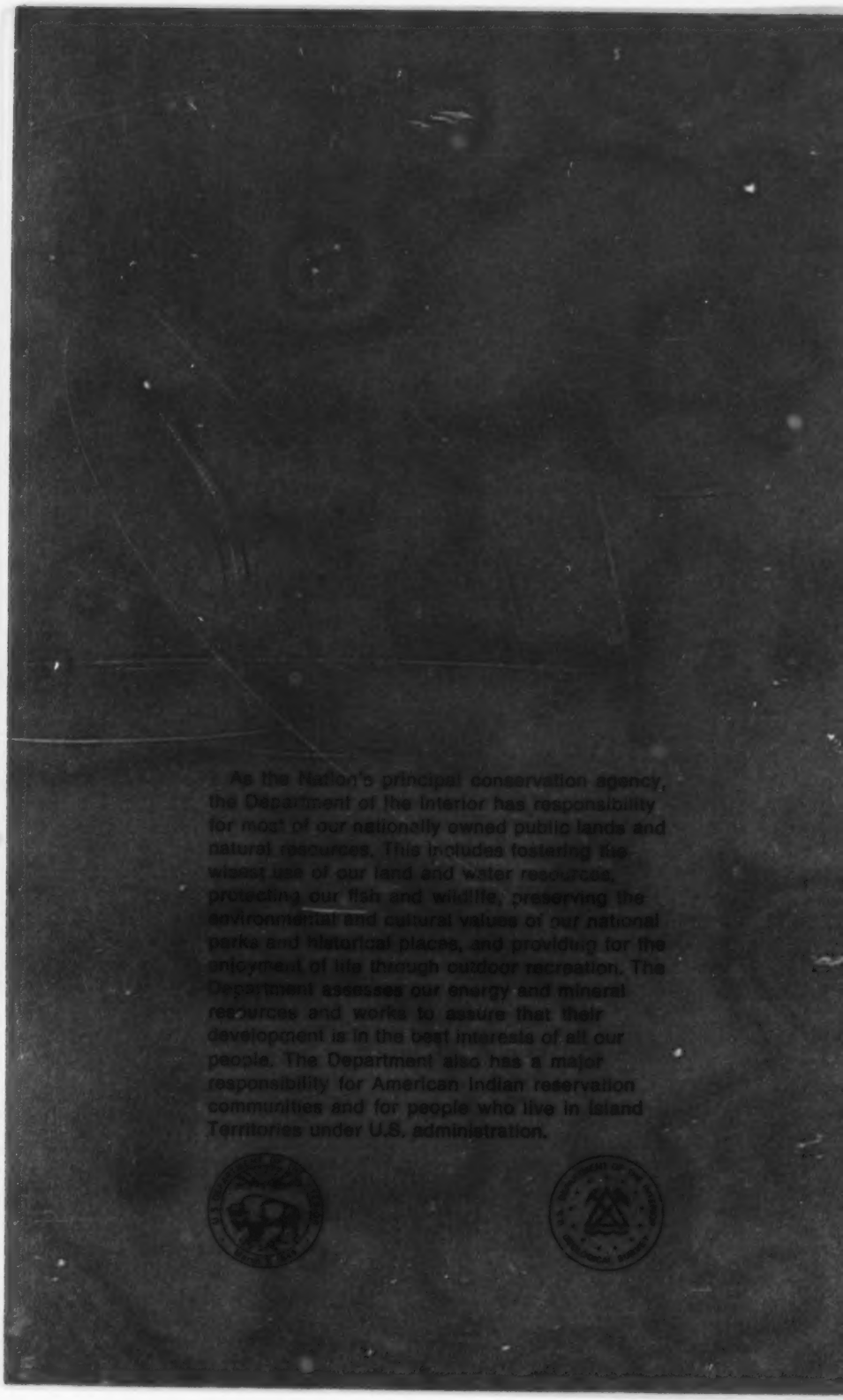
As the Nation's principal conservation agency, the Department of the Interior has responsibility for most of our nationally owned public lands and natural resources. This includes fostering the wisest use of our land and water resources, protecting our fish and wildlife, preserving the environmental and cultural values of our national parks and historical places, and providing for the enjoyment of life through outdoor recreation. The Department assesses our energy and mineral resources and works to assure that their development is in the best interests of all our people. The Department also has a major responsibility for American Indian reservation communities and for people who live in Island Territories under U.S. administration.